

AGENDA MANAGEMENT SHEET

Name of Committee **Stratford-on-Avon Area Committee**

Date of Committee **14 November 2007**

Report Title **Community Development Fund 2007/8**

Summary
 This report gives details of the applications received for the Area for this year's (2007/8) Community Development Fund. It describes the processes followed in evaluating the applications and makes recommendations as to which applications should receive a grant.

For further information please contact:
 Amanda Wilson-Patterson
 Localities & Communities
 Officer, Stratford Area
 Tel: 01789 290787
 amandawilsonopatterson@warwickshire.gov.uk

Would the recommended decision be contrary to the Budget and Policy Framework?
 No.

Background papers Guidance Notes and Application Forms

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s) Cllr George Atkinson – Chair, Stratford-on-Avon Committee, Cllr Stevens and Cllr Mrs Dill-Russell
- Other Elected Members
- Cabinet Member
- Chief Executive
- Legal Lisa Arben
- Finance Nicola Cumberledge
- Other Chief Officers David Carter – Performance & Development
- District Councils Stratford-on-Avon District Council - for comments



Health Authority

Police

Other Bodies/Individuals Representatives from Council for Voluntary Service, Warwickshire Rural Community Council, Promoting Inclusion and Enterprise, and Heart of England Community Foundation - for comments.

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee

To Council

To Cabinet

To an O & S Committee

To an Area Committee

Further Consultation

Agenda No

Stratford-On-Avon Area Committee - 14 November 2007.

Community Development Fund 2007/8

Report of the Strategic Director of Performance and Development

Recommendation

That the Area Committee confirms:

1. The eligibility of applications
2. Which applications should receive a grant
3. The level of funding to be received by each application

1. Introduction

- 1.1 The arrangements for allocating the Community Development Fund have evolved over several years and this is the eighth year that applications have been dealt with by the Area Committees.
- 1.2 Applications were invited between June and 21 September 2007. Overall 107 applications were received for the County and of these 23 applications were received for Stratford Area. Consultation has been undertaken with County Council Directorates and external partners (where appropriate) in order to clarify the relationship of applications to mainstream funding and to minimise the risk of inappropriate duplication and conflict with the priorities of the Council.
- 1.3 The Stratford-on-Avon Area Committee funding sub-group considered the applications submitted to the Community Development Fund at its meeting on 1 October 2007.
- 1.4 The applications have now been evaluated against the eligibility and point scoring criteria set out in the application guidance (also outlined in Section 2 below). The comments on eligibility and the amounts that applications should receive are set out in **Appendix A** (attached). The process that has been followed is summarised in the section below.

2. Eligibility and Scoring of bids

- 2.1 The criteria against which applications have been scored are summarised below: (A complete set of the guidance notes for the Community Development Fund is attached as **Appendix B**.)

To be eligible to apply for the Community Development Fund, projects MUST:

- ✓ provide new opportunities for local people or develop the capacity of local people to run their own projects
- ✓ provide lasting benefit
- ✓ contribute to local strategic priorities
- ✓ require a maximum of £5,000 from this Fund
- ✓ be looking to spend the grant within 12 months of its award
- ✓ be led by a community or voluntary organisation
- ✓ have the support of a Warwickshire County Councillor
- ✓ be led by – or otherwise supported by – a fully constituted organisation with its own bank account

The Community Development Fund WILL NOT fund:

- ✗ The running costs of an established group or activities which are that group's main service
- ✗ Contribution to large scale and/or ongoing refurbishment, building or maintenance
- ✗ One off events e.g. daytrips (other than capacity building events)
- ✗ Any costs incurred before the grant is awarded
- ✗ Services which are a group's statutory responsibility
- ✗ Religious practises
- ✗ Statutory organisations
- ✗ Profit-making organisations
- ✗ Projects which have been previously funded by the CDF, although groups which have previously been funded by the CDF may apply for a new project so long as any previous projects have been completed.

2.2 These criteria are intended to provide clearer guidance to applicants regarding eligibility for use of the Community Development Fund. They are attached, along with the 'point scoring criteria', to the application form.

2.3 Applications to the Community Development Fund are invited from local community and voluntary groups.

2.4 **Appendix A** indicates which bids may fail one or more of these entry criteria and it is suggested that members confirm whether they support this view in each case. These applications have been scored should members wish to regard any of them as qualifying for a grant.

2.5 Applications have been scored out of 20 possible points against a number of factors relating to:

- (i) Location (deprivation) – up to 4 points
- (ii) Reducing inequalities – up to 2 points
- (iii) Community involvement – up to 3 points
- (iv) Community benefit – up to 3 points
- (v) Sustainability – up to 3 points
- (vi) Partnership working – 1 point
- (vii) Quality – up to 2 points
- (vii) Strategic priorities – up to 2 points

3. Allocation of Grants

- 3.1 The overall Fund is £167,310. This has been divided between the Areas according to a formula agreed by Cabinet in February 2003. It relates to the level of deprivation, the size of population and access to services within the Area. The amount available for Stratford Area is £32,680.
- 3.2 The total amount requested by the 23 applicants is around £85,697.84. Of these, eligible bids total £69,697.84. Clearly it is not possible to fund all of these applications in full.
- 3.3 Although not bound by the scores, in previous years the practice has been to award grants to the highest scoring “eligible” applications. This usually involves a process of choosing between applications with the same number of points or reducing the grants at particular points’ threshold in order to fit with the money available. My suggestion as to how this might be achieved is as follows:
- (i) It is proposed that we fund the 11 eligible bids scoring 10 points and above at the amount recommended (up to £5,000 each is available through the Community Development Fund), as shown in the final column of the **Appendix A**.
 - (ii) If the Committee wishes to fund any other bids it should be borne in mind that reductions might affect the viability of some projects.
 - (iii) The Committee is asked to consider how it wishes to allocate the Community Development Fund.

DAVID CARTER
Strategic Director of
Performance and
Development

Shire Hall
Warwick

17th October 2007

Stratford-on-Avon Community Development Fund Applications 2007/08

Appendix A of Agenda No.

Ref	Project	Description	Name of Association	Ward	Requested	Recommended	Eligibility	Total
07/01	In2Theatre Production	Offer mainstream activity of professional community theatre and dance training to disabled and vulnerable participants	In2Theatre	Stratford & New Town	£4,500.00	£1,632.16	Y	10
07/02	Drug Action Shipston (DASH)	To forge partnerships in the Stour Valley Area. Reduce damage done by drugs & help young people to resist drug misuse	DASH	Shipston	£5,000.00	£0.00	N	16
07/03	Priors Marston Playground Resurfacing	To remove existing surfacing and replace with 1 which is safer, more durable and hygenic	Priors Marston Parish Council	Fenny Compton	£5,000.00	£5,000.00	Y	16
07/04	Shipston Town Plan (2008 - 2013)	To id broader needs of community. Amount requested mainly for printing costs	Shipston Town Planning Steering Group	Shipston	£4,000.00	£0.00	Y	9
07/05	Expansion & improvements to the Stratford drop-in centre	To expand and improve the services available through the Stratford drop-in centre	Warwickshire Association for the Blind	Stratford Mount Pleasant	£5,000.00	FSG proposed via Wellbeing Fund	Y	17
07/06	Re-ordering Stockton Village Church	Explore potential use of ancient church to make it valued & used by wider population	Stockton Parochial Church Council	Stockton & Napton	£5,000.00	£0.00	Y	9
07/07	Harbury Pre-school Toy & Equipment Storage	To provide a large storage facility in the form of a shed	Harbury Pre-School	Harbury	£1,452.00	£1,452.00	Y	11
07/08	New Ovens	To replace 4 very old second hand ovens	Age Concern	Shipston	£4,000.00	£2,000.00	Y	13
07/09	Arrow Village Hall Roof	Replace roof making it viable long term	Arrow Village Hall Management	Alcester	£3,000.00	£3,000.00	Y	17
07/10	New Outdoor Area	Put down soft safety surfacing & install new equipment re: climbing frame, sand pit, playhouse	Kineton Playgroup Ltd	Kineton	£5,000.00	£5,000.00	Y	16
07/11	Installation of hearing loop in Little Wolford village Hall	To install a hearing loop system in order to enable people with hearing difficulties to enjoy activities in the hall	Little Wolford Village Hall Management Committee	Long Compton	£1,536.12	£1,536.12	Y	16

Stratford-on-Avon Community Development Fund Applications 2007/08

Appendix A of Agenda No.

Ref	Project	Description	Name of Association	Ward	Requested	Recommended	Eligibility	Total
07/12	Shipston Coach House Refurbishment	Refurbish Coach House as a base for raising funds to benefit the community	Stour Valley Lions	Shipston	£3,000.00	£0.00	N	7
07/13	Establish & develop a new branch in Southam of the Friendship Project for children	Respond to the need, demonstrated by increased referrals from Social Services, to support socially isolated youngsters, who are inadequately served by the Stratford Branch	The Friendship Project for Children	Southam	£2,016.00	£2,016.00	Y	12
07/14	Education & Awareness in	To raise the profile of autistic people in South Warwickshire by members of the group becoming trainers	Just Me!	Stratford & New Town	£5,000.00	£0.00	N	14
07/15	Preservation of artefacts from the Cardall Collection	To preserve the items in the collection for future generations	Friends of the Cardall Collection	Southam	£3,000.00	£0.00	Y	9
07/16	Multi Use Games Area	To restore a popular MUGA for community and 'drop in' use by the youth	The Greig	Alcester	£5,000.00	Ongoing interrelated issues in area which need to be resolved. As issues become clearer FSG to work with the group	Y	18
07/17	Alcester Nursery Forest School	To provide children with regular access to a local Forest School	Alcester Nursery Studio Ltd	Alcester	£2,158.00	Level of uncertainty about future viability of organisation	Y	16

Stratford-on-Avon Community Development Fund Applications 2007/08

Appendix A of Agenda No.

07/18	Studley Grow, Cook & Eat	To pilot a new community integrated health programme based on Growing, Cooking and Eating fresh fruit and vegetables	Escape: Community in Art	Studley	£4,992.00	Propose Social Inclusion Fund	Y	15
Ref	Project	Description	Name of Association	Ward	Requested	Recommended	Eligibility	Total
07/19	Stratford on Avon Writers Festival 2008	To promote & encourage writing skills for both personal fulfilment & possible livelihood for all	Stratford on Avon Writers Steering Committee	Stratford & New Town	£3,000.00	£0.00	N	6
07/20	Clifford Chambers Village Hall Refurbishment of Gents Toilets & Updating of Ladies to include unisex disabled toilet	Completely refurbish gents toilets and update ladies to incorporate a unisex disabled toilet	Clifford Chambers Village Hall & Recreation Ground Management Committee	Welford	£5,000.00	£5,000.00	Y	15
07/21	Summer house seating and bench for Wilmcote Willow	To provide a seating unit with a central table and an area of shade.	Wilmcote Recreation and Play	Aston Cantlow	£4,652.72	£4,652.72	Y	15
07/22	Community Computer Access	To provide Microsoft Office 2003 software licences for 4 donated laptops	Clopton Community Forum	Stratford & New Town	£1,391.00	£1,391.00	Y	13
07/23	Memories of Home	To work with individuals who are isolated an dhave learning disabilities, illness and impairments	Warwickshire Reminiscence Action Project	All Wards	£3,000.00	£0.00	Y	9

STRATFORD-ON-AVON AREA COMMUNITY DEVELOPMENT FUND 2007/08

Guidance Notes and Application Form

1. Introduction

The County Council's Community Development Fund (CDF) provides grants of up to £5000 for small-scale projects that provide new opportunities for local people, particularly those who experience disadvantage or exclusion from mainstream activities. This could include setting up a new group, building the capacity of an existing group or running a new project or service.

Applications are invited by 21st September 2007.

2. Eligibility criteria

To be eligible to apply for the Community Development Fund, your project MUST:

- ✓ provide new opportunities for local people or develop the capacity of local people to run their own projects
- ✓ provide lasting benefit
- ✓ contribute to local strategic priorities
- ✓ require a maximum of £5000 from this Fund
- ✓ be looking to spend the grant within 12 months of its award
- ✓ be led by a community or voluntary organisation
- ✓ have the support of a Warwickshire County Councillor
- ✓ be led by – or otherwise supported by – a fully constituted organisation with its own bank account

The Community Development Fund WILL NOT fund:

- × The running costs of an established group or activities which are that group's main service
- × Contribution to large scale and/or ongoing refurbishment, building or maintenance
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- × Any costs incurred before the grant is awarded
- × Services which are a group's statutory responsibility
- × Religious practises
- × Statutory organisations
- × Profit-making organisations
- × Projects which have been previously funded by the CDF, although groups which have previously been funded by the CDF may apply for a new project so long as any previous projects have been completed.

If you require this information electronically or in a different format, please contact the Stratford-on-Avon Area Office

Telephone: 01789 290787

Email: stratfordoffice@warwickshire.gov.uk

Or download at: www.warwickshire.gov.uk/stratfordarea

3. Application process

Please read the eligibility and scoring criteria carefully before filling in the application form.

Please contact the Area Office for information or advice on your application, or for advice as to whether your project is likely to be eligible.

- a) Please fill in the application form carefully, with regard to the following:
- Please either type your application or use black ink.
 - Pay careful attention to the questions that are being asked, and regard to the scoring criteria (Section 4). In order to score highly, your application will need to provide clear evidence that it meets the stated criteria.
 - The size of the boxes on the application form should be taken as a guide to the level of detail required. If there is insufficient space available please use a supplementary sheet or, expand the boxes if an electronic copy is used.
 - Applicants should submit evidence of costs where appropriate.
 - No other supporting evidence is necessary at this stage.
- b) Please ask a County Councillor to sign the form: this could be your local Councillor or another Councillor with an involvement in the project. Contact details are listed in Section 6. If you are not sure whom to contact, please ask the Area Office for advice. We would advise you to discuss your proposals with the Councillor as early as possible.
- d) Please return your signed application form by post or by hand at the Stratford-on-Avon Area Office by Friday 21st September 2007.
- e) If possible, please can you also email an electronic copy of your application?
- f) We will acknowledge all applications by email or letter within 2 working days of receiving them.
- g) Applications will be assessed against the scoring points criteria, as detailed in Section 4 below.
- h) In undertaking the assessment process we may request further information, and we may wish to visit your organisation.
- i) Stratford-on-Avon Area Committee will consider all applications on Wednesday 14 November 2007 and allocate funding as appropriate.
- j) All applicants will be advised of the outcome of the Area Committee decision by 1st December.
- k) The Area Office will notify successful applicants of arrangements for receipt of funding.

Address for receipt of applications and all enquiries:

Stratford-on-Avon Area Office Telephone: 01789 290787
Warwickshire County Council
c/o Elizabeth House
Church Street
Stratford-upon-Avon CV37 6HX email: stratfordoffice@warwickshire.gov.uk

4. Point scoring criteria

All applications will be scored out of a total of 20 points against the following criteria, based on the information you provide in your application form. Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

Criteria		Maximum Points
Location	Projects that will benefit priority wards based on the Index of Multiple Deprivation 2004 (see Section 6 for ward scores)	4
Reducing Inequalities	Projects that will benefit a local community or group of people experiencing specific disadvantage or exclusion from mainstream activities	2
Community Involvement	Projects that: <ul style="list-style-type: none">• have involved the local community and/or the project's end-beneficiaries in developing the project• will generate new opportunities for people to get involved in their community• will help to build the capacity of a community group	3
Community Benefit	Projects that will provide new services or opportunities based on identified needs	3
Sustainability	Projects that will create lasting benefits beyond the end of the funding.	3
Partnership Working	Projects that work effectively with other organisations	1
Quality	Projects that are well thought-out, with clear objectives, timescales, budget, and success measures. Projects that are aware of risks, and demonstrate value for money.	2
Strategic Priorities	Projects that will contribute to one or more of the priorities listed below, and are additional and complementary to other initiatives.	2
TOTAL		20

5. Strategic priorities for the Stratford-on-Avon area:

Stronger and Safer Communities

Projects which help to reduce crime, re-offending, reduce anti-social behaviour, empower local people, improve people's quality of life in disadvantaged neighbourhoods, and/or provide leisure, cultural or learning activities or other community facilities.

Environment and Sustainability

Projects which enhance the local environment and/or otherwise contribute to long-term sustainability objectives

Children and Young People:

Projects which help to support children and young people to be healthy, stay safe, enjoy and achieve, experience economic well-being, and/or make a positive contribution.

Health and Older People

Projects which improve people's health and/or well-being, and/or support the independence and quality of life of older people or other vulnerable groups.

Economic Development

Projects which promote and support local enterprise, and/or improve people's skills and employability.

6. Location scores & County Councillors in Stratford-on-Avon

District Council Ward	Location Score	County Council Division	County Councillor(s)	Telephone Number
Alcester	4	Alcester	Nina Knapman	01789 764319
Kinwarton	0			
Aston Cantlow	3	Aston Cantlow	Richard Hobbs	01789 730331
Bardon	3			
Claverdon	0			
Snitterfield (part of this ward is in the Division of Aston Cantlow)	1			
Bidford and Salford	3			
Welford	2	Bidford-on-Avon	Peter Barnes	01789 750837
Fenny Compton (part of this ward is in the Division of Feldon)	2			
Harbury	0	Feldon	Robert Stevens	01926 814031
Long Itchington	2			
Henley	1			
Tanworth	3	Henley-in-Arden	George Atkinson	01564 793478
Burton Dassett	4			
Fenny Compton (part of this ward is in the Division of Kineton)	2	Kineton	David Booth	01926 640728
Kineton	4			
Brailes	2			
Long Compton	4	Shipston-on-Stour	Chris Saint	01608 662290
Shipston	1			
Southam	0			
Stockton and Napton	0	Southam	John Appleton	01327 261044
Ettington	2			
Quinton	4	Stour & The Vale	Izzi Seccombe	01295 680668
Tredington	1			
Vale of Red Horse	1			
Stratford & New Town	3			
Stratford Alveston	0	Stratford-upon-Avon – South *	Richard Hyde	01789 298897
Stratford Guild and Hathaway	0			
Stratford Mount Pleasant	2			

Stratford Alveston	0	Stratford-upon-Avon – South *	Mike Perry	01564 829214
Stratford Guild and Hathaway	0			
Stratford Mount Pleasant	2			
Sambourne	4	Studley	Helen McCarthy	01527 857443
Studley	3			
Snitterfield (part of this ward is in the Division of Wellesbourne)	1	Wellesbourne	Please contact the Stratford-on-Avon Area Office	01789 290787
Wellesbourne	1			

* The division of Stratford-upon-Avon South is served by Cllr Hyde and Cllr Perry.

To check which division your project will benefit, visit the County Council's web site at: www.warwickshire.gov.uk/councillors and enter the postcode of your project's location.

Alternatively, please contact the Stratford Area Office on 01789 290787 or via 01926 410410 if you do not have access to the Internet or require assistance.

Further information on funding opportunities is available from the Stratford-on-Avon Area Office and at www.warwickshire.gov.uk/grants.

**COMMUNITY DEVELOPMENT FUND 2007/08
STRATFORD-ON-AVON AREA**

FOR OFFICE USE ONLY:

Reference No: _____

Order No: _____

Application Form. Please type or use black ink.

SECTION A – HEADLINE INFORMATION

1. Name of proposed project	
2. Name of lead group or organisation	
3. Amount of funding requested from CDF	
4. Purpose of organisation What are the main aims and activities of your organisation?	
5. Project aim What is the main aim of your proposed project?	
6. Target community Who will benefit from this project? Please be as specific as possible (e.g. young people aged 12-18 in Long Compton).	
7. Contact details:	
Your name:	_____
Address:	_____
Postcode:	_____
Telephone:	_____
E-mail:	_____
8. Where will the project be based? If the project is delivered from a base which is different from the organisation address or the address of the main contact, please provide the full address.	

SECTION B – PROJECT INFORMATION

9. Project need:

What is the need or problem your project is trying to tackle?
How has this need been identified?
Who has been involved in developing the project?
What options have been considered?
How have you sought the views of potential beneficiaries?

10. Project description:

What do you intend to do to address the need identified above?
What are your objectives?
What activities will you undertake?
Who will be responsible for delivering the project?
Who else will be involved?
How will the project create new opportunities for people to get involved?

<p>11. Relationship to other projects, partnerships and services. Please explain:</p> <p>How will your project fit in with any related projects or services? What other organisations will be involved in the project?</p>															
<p>12. How will you know you have achieved your project aim?</p> <p>Please relate this to your answer in Question 5.</p>															
<p>13. What benefits will your project achieve?</p> <p>How many people do you expect will benefit from your project? How many new volunteers do you hope to recruit through the project? Are there any other targets that can be measured as part of the end of grant monitoring process (e.g. Number of training sessions)?</p>	<table border="1"> <thead> <tr> <th data-bbox="683 958 1270 999">BENEFIT</th> <th data-bbox="1270 958 1497 999">TARGET</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 999 1270 1070">Number of beneficiaries</td> <td data-bbox="1270 999 1497 1070"></td> </tr> <tr> <td data-bbox="683 1070 1270 1146">Number of new volunteers (if applicable)</td> <td data-bbox="1270 1070 1497 1146"></td> </tr> <tr> <td data-bbox="683 1146 1270 1223">Others (please state):</td> <td data-bbox="1270 1146 1497 1223"></td> </tr> <tr> <td data-bbox="683 1223 1270 1299"></td> <td data-bbox="1270 1223 1497 1299"></td> </tr> <tr> <td data-bbox="683 1299 1270 1375"></td> <td data-bbox="1270 1299 1497 1375"></td> </tr> </tbody> </table>	BENEFIT	TARGET	Number of beneficiaries		Number of new volunteers (if applicable)		Others (please state):							
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<p>14. Project timetable</p> <p>What is the planned timetable for the project, including when you expect it to start, dates of key activities (such as purchase of key items, holding an event, all funding secured), and when the grant will be spent by?</p>	<table border="1"> <thead> <tr> <th data-bbox="683 1514 1270 1554">ACTIVITY</th> <th data-bbox="1270 1514 1497 1554">DATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 1554 1270 1630">Project start</td> <td data-bbox="1270 1554 1497 1630"></td> </tr> <tr> <td data-bbox="683 1630 1270 1706"></td> <td data-bbox="1270 1630 1497 1706"></td> </tr> <tr> <td data-bbox="683 1706 1270 1783"></td> <td data-bbox="1270 1706 1497 1783"></td> </tr> <tr> <td data-bbox="683 1783 1270 1859"></td> <td data-bbox="1270 1783 1497 1859"></td> </tr> <tr> <td data-bbox="683 1859 1270 1935"></td> <td data-bbox="1270 1859 1497 1935"></td> </tr> <tr> <td data-bbox="683 1935 1270 2011">Project end</td> <td data-bbox="1270 1935 1497 2011"></td> </tr> </tbody> </table>	ACTIVITY	DATE	Project start										Project end	
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15. Budget

Please provide a simple breakdown of how the CDF grant will be spent.

Please attach estimates or other information where possible to justify costs and show value for money.

ITEM	COST
TOTAL:	

16. Total cost of project

What is the total cost of the project? If it is more than you are applying to the CDF for, please give details of how you will find the balance stating details of any other grants you have applied for or use of your own resources.

Please also state what any additional funding will be used to pay for.

Total cost of project: £_____

Other funds applied for/secured (including amount):

Funding source	Amount	Status
(e.g. Lottery)	(£5,000)	(Awaiting decision)

Proposed use of additional funding:

<p>17. Possible risks to the success of the project.</p> <p>What factors might delay the project or otherwise prevent you delivering your aims and objectives? (For example: failure to secure additional funding; failure to recruit volunteers.)</p> <p>How you will minimise these risks?</p>	
<p>18. Exit strategy/sustainability</p> <p>What do you expect to happen once you have spent your grant?</p> <p>How will your project provide lasting benefit to your local area or group?</p> <p>How do you plan to obtain any additional funding required to sustain the project?</p>	

SECTION C – YOUR ORGANISATION

<p>19. Status of your organisation</p> <p>Please explain the status of your organisation. (For example: independent voluntary organisation, registered charity, company limited by guarantee, affiliated to national association.)</p>											
<p>20. How many people are currently involved in your organisation?</p> <p>N.B. This question will help us to get an understanding of the different types of organisations that benefit from the CDF.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 20px;">Management committee</td> <td style="border: 1px solid black; width: 80px; height: 25px;"></td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Other volunteers</td> <td style="border: 1px solid black; width: 80px; height: 25px;"></td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Paid staff</td> <td style="border: 1px solid black; width: 80px; height: 25px;"></td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Service-Users</td> <td style="border: 1px solid black; width: 80px; height: 25px;"></td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Other members</td> <td style="border: 1px solid black; width: 80px; height: 25px;"></td> </tr> </table>	Management committee		Other volunteers		Paid staff		Service-Users		Other members	
Management committee											
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Other members											

<p>21. Does your organisation have the following (tick all that apply):</p> <p>Please note that depending on the nature of the project, it may not be essential that you have all these documents.</p>	<table border="1"> <tr> <td style="text-align: right;">Constitution</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Audited Accounts</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Health and Safety Policy</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Equalities Policy</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Child Protection Policy</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Appropriate Insurances</td> <td><input type="checkbox"/></td> </tr> </table>	Constitution	<input type="checkbox"/>	Audited Accounts	<input type="checkbox"/>	Health and Safety Policy	<input type="checkbox"/>	Equalities Policy	<input type="checkbox"/>	Child Protection Policy	<input type="checkbox"/>	Appropriate Insurances	<input type="checkbox"/>
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Health and Safety Policy	<input type="checkbox"/>												
Equalities Policy	<input type="checkbox"/>												
Child Protection Policy	<input type="checkbox"/>												
Appropriate Insurances	<input type="checkbox"/>												
<p>If you do not have a Constitution and audited accounts, your grant will need to be administered by an established organisation, to whom the grant will be paid on your behalf.</p>	<p>Name & address of administering organisation (if applicable):</p>												
<p>22. Additional information</p> <p>Please use this section should you wish to provide additional information that may assist in your application. In particular, please read carefully the eligibility section on page 1 of the guidance notes and if necessary explain why you think your project is eligible.</p>													
<p>23. Signature of main contact person As detailed in Question 7.</p>													
<p>24. Date</p>													

COUNTY COUNCILLOR'S SUPPORT	
County Councillor's signature	Date
Please print name: _____	
Please state the nature of your involvement with the project:	